

~~CONFIDENTIAL~~

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100350002-4

Cable Sec.

8 December 1969

MEMORANDUM FOR: Deputy Cable Secretary
SUBJECT : Revised Records Schedules

1. Attached are the approved Vital Records Schedule and Records Control Schedule for the Cable Secretariat.
2. Your proposed revisions arrived for approval along with those from many other components requesting changes growing out of the annual inventory and current records purge. I am sorry that we were delayed. We had the added complication with your schedules in that your micro-filming effort is incomplete. As we told you, destruction of cables that have been microfilmed has been authorized since 1951 and was never a concern in these revisions. The complication was only a heavy workload and what your new records retirement procedure should be between now and when your microfilming is completed sometime in the next few years.
3. The procedure that was established with you by the Chief of the Records Center has been operating quite well. He can service any cables you recall and will accept the cables for continued storage as microfilm or paper copies whenever you find it convenient to retire them again. The permanent collection of microfilmed cables may be stored in the Agency Archives, Vital Records, or Inactive Records collections. At present you wish filmed cables kept in the Vital Records for one year and then moved into the Inactive Records. This procedure is being followed.
4. Besides approving the two schedules you coordinated with Miss [REDACTED] we have examined item one of your Vital Records Schedule. Until the microfilming is completed and the periodic recall and returning of cables or films ends I believe the most expedient answer is to change "1 $\frac{1}{4}$ years" to read "permanent" and omit mention of procedures here relying on those arrangements detailed in other correspondence. This I have done and a copy is attached for your Vital Records Schedule.
5. Thank you for your assistance and understanding on these matters.

25X1A

Distribution:

Orig & 1 - Addressee

25X1A

1 - [REDACTED]

1 - [REDACTED] /R Sch. CIA Records Administration Officer

1 - [REDACTED] (C.7 Sch.)

25X1A

Attachments:

Records Control Schedule

Vital Records Schedule

25X1A

DDA/SSS Approved [REDACTED] ease 2001/03/03 : CIA-RDP78-07317A000100350002-4

~~CONFIDENTIAL~~

Standard Form
Revised November 1964
Prescribed by General Services
Administration
GSA Reg. 3-IV-7-96
115-102

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100350002-4

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.
1. FROM (AGENCY OR ESTABLISHMENT)
Central Intelligence Agency
2. MAJOR SUBDIVISION
12.02
3. MINOR SUBDIVISION

M TO CONFER

5. TEL. EXT.

143-3363

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list a schedule of 1 pages are proposed for disposal for the reason indicated ("X" only one) due to their age and/or lack of value.

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value the expiration or on the occur-

17 March 1970
(Date)

7-23-70

DATE

CIA Records Adm. Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.01	CABLE REFERENCE FILES Copies of cable communications dating from 1963 to and from overseas installations, that are maintained primarily for reference purposes. Official copies of messages are filed in the action offices. Filing is by numerical order and includes all degrees of sensitivity and security classifications. Cables prior to 1963 were authorized for destruction after being microfilmed under Job No. 351-0102 approved 3 January 1951.		DISPOSAL APPROVED

Disposition Instruction: Destroy after microfilming.

Microfilming Certification: This certifies that the records described on this form will be microfilmed, used and stored in accordance with the standards set forth in the Federal Property Management Regulation 101-11.5.

*Call Secd
certified 1970
RD*

Approved For Release 2001/03/03 : CIA-RDP78-07317A000100350002-4